



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

---

## **STAFF SERVICES MANAGER I**

**\$4,746 - \$5,726**

**BUSINESS MANAGEMENT BUREAU  
SACRAMENTO**

Are you an individual seeking a challenging position, one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau is seeking a motivated Staff Services Manager I to join the talented team at our Sacramento location.

**RESPONSIBILITIES:** Under the direction of a Staff Services Manager II, this position serves as one of two Assistant Business Management Bureau Chiefs and is responsible for overseeing the Department's facilities, property management, transportation, records management, forms, mail, office supplies, graphics/design, and Statement of Economic Interests reporting functions.

**DESIRABLE QUALIFICATIONS:** Business services experience is highly desirable as well as the ability to deal effectively with multiple issues and assignments, excellent oral and written communications, tact and diplomacy, ability to foster a teamwork and customer services work environment, ability to use sound judgment and to exercise initiative, and the ability to provide accurate, clear, and timely direction.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Christina Vaiza, Department of Insurance, 300 Capitol Mall, Sacramento, CA 95814 – Human Resources. **Please indicate "Staff Services Manager I, #193-4800-020 on the State application.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**     **October 1, 2004, or Until Filled**

**NOTE:**             **Interested Individuals, including list eligible, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

pb09/21/04